

Town of Canajoharie

12 Mitchell Street ♦ Canajoharie ♦ NY ♦ 13317
Les Hassan ♦ Code Enforcement Officer ♦ 518.868.9358

BUILDING PERMIT APPLICATION

NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE
OF YOUR PERMIT; PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE

PART 1: GENERAL INFORMATION

1. **Project Location and Information:**

Number and Street Address: _____

Tax Map Number: _____

Current Use of the Property/Building: _____

Proposed Use of the Property/Building: _____

2. **Owner Identification:**

Owner's Name: _____

Owner's Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

3. **Type of Construction or Improvement:**

New Building-Proposed use is: _____

Conversion-Current use is: _____

Proposed use is: _____

Addition Alteration Repair/Replacement

Relocation Demolition Misc. Structure or Equipment

4. **Project Description:**

5. **Estimated Project Cost:**

Contractors estimate for the work to be performed: \$ _____

If the work is to be performed by the homeowner: \$ _____

CONTINUE ON PAGE TWO: DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY

Received By: _____ Date: _____ Forwarded to: _____

Permit Fee: \$ _____ cc: Town Bookkeeper w/payment proof Permit # _____

Special Approval needed by: Zoning Board Planning Board Downtown Development

Historic Review Board Plumbing Inspector Other None

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PART 2: DESIGNERS AND CONTRACTORS

1. Architect/Engineer - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

2. General Contractor - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

3. Electrical Contractor - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

4. Plumbing Contractor – Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

5. Mechanical Contractor – Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

6. _____ Contractor - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

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PART 3: PROJECT LOCATION & DETAILS *PLEASE ATTACH A SKETCH OR PLOT PLAN!*

A sketch of work to be performed **MUST** be part of this application and **MUST** include:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure, including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. Addition will be used as: Family Room; Living Room; Kitchen; Den; Bedroom;
 Bath-Full Bath-Half; Other_____
7. Basement: Full; Partial; Crawl; Pier; Slab
8. Garage: Attached; Detached & Utilities: Electric; Gas; Other
9. Deck/Porch: Open; Covered; Enclosed; Screened; Other

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APPLICATION FOR A BUILDING PERMIT

IMPORTANT NOTICES - READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code or Ordinances of the Town of Canajoharie, and all other applicable codes, rules or regulations.

2. It is the owner's responsibility to contact the Code Enforcement Officer at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e.: electrical work to be covered later by a wall).

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS, WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).

4. New York State Law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently, valid Worker's Compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form CE-200 online at www.wcb.state.ny.gov, or available upon request at the Town Clerk's Office.

5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.

6. Work undertaken pursuant to this permit is conditioned upon and subject to any State and Federal regulations relating to asbestos material.

7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.

8. The building permit must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm, under the penalty of perjury, that all statements made by me on this application are true.

Signature

Date

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**I have been informed of the classification of the road(s) that abut my property:
Code Enforcement Officer to check and name those that apply.**

Road is **maintained and plowed year round**

- Regularly maintained Road _____

Road is **NOT plowed nor maintained in winter** (November 1st – May 1st)

- Seasonally maintained Road _____

Road is **maintained only to minimum standards** and will **NEVER** be **PLOWED**, unless the Town Board changes the classification

- Minimum Maintenance Road _____

Road is **not owned nor maintained** by the Town of Canajoharie

- Private Road _____

Les Hassan, Code Enforcement Officer

Permit Holder Signature